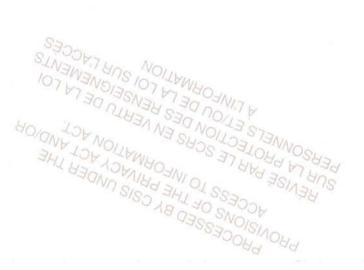
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For additional refer to OPS-702-8, "Procedures -

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### 5. RECRUITMENT

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### **Source Evaluation**

5.2 The initial step to all human source recruitments is the assessing and a new human source's

It is conducted for the purpose of reliability, including an evaluation of the of a

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For additional information and associated with a Source Evaluation of Walds National State of the information and guidance on the process, approval authorities and reporting requirements associated with a Arefer to OPS-702-3, "Procedures - Human Sources - Case Management -SUP LA PHOTEOTION DES PENSEIGNE

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For additional information and refer to OPS-702-4, "Procedures - Human Sources - Case Management guidance on the and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management

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For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" and section 6 of OPS-706, "Human Sources DUPOCE SEED BY CSIS UNDER

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For additional information and guidance on 6 of OPS-702-1, "Procedures - Human Sources - Case Management". refer to section

### **Authorized Deployment**

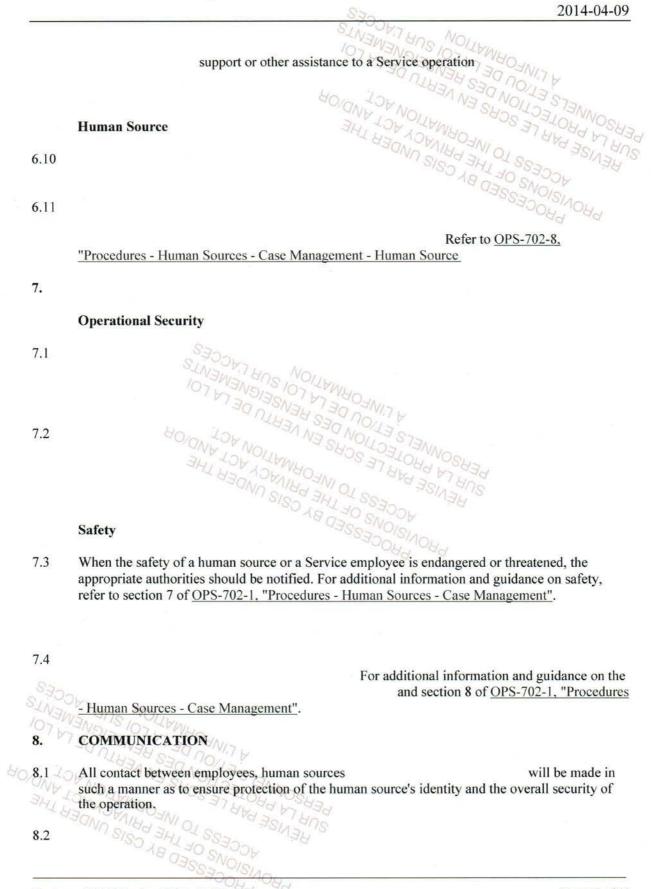
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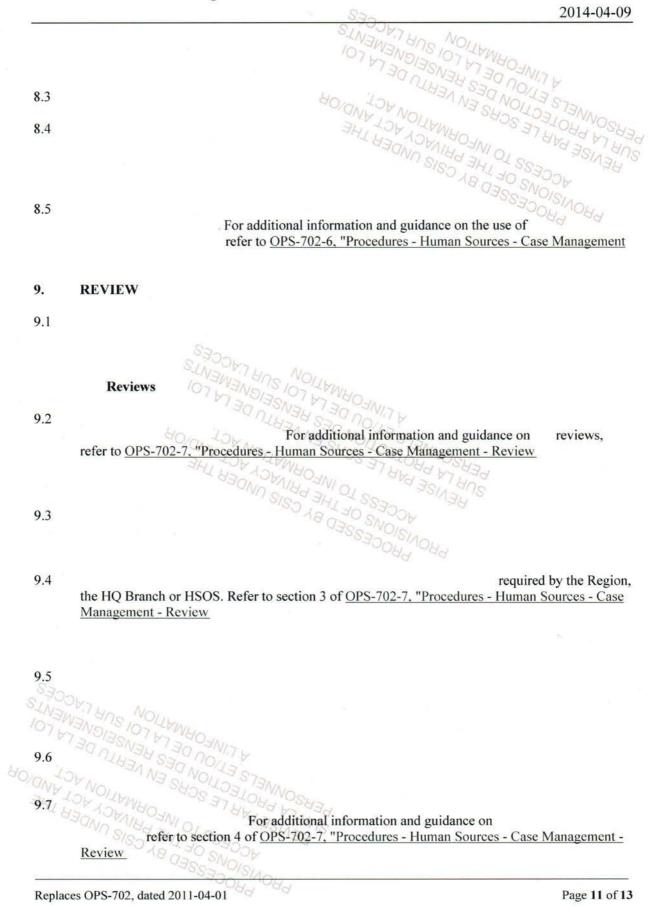
on a general investigative authority;

the provision of assistance to

other government departments at all







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A For additional information and PROCESSED BY CSIS UNDER PS-11 OSNOISINOHA refer to section 5 of OPS-702-7, "Procedures - Human

guidance on

Sources - Case Management - Review

### 10. INACTIVATION

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is authorized as per the provisions of

OPS-702-1,

"Procedures - Human Sources - Case Management".

10.4 payment must be done in accordance with OPS-707, "Human Sources - Compensation" Any For additional information and guidance

on the

refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case CSIS NADE

Management".

### Disclosure of Assistance

- 10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the Access to Information Act for historical research purposes.
- 10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human MANER & ETION DES PENSEIGNEMENTS

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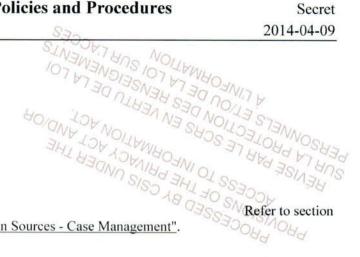
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10 of OPS-702-1, "Procedures - Human Sources - Case Management".

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2013-01-08 OPS-702

### **HUMAN SOURCES - CASE MANAGEMENT**

### 1. INTRODUCTION

# Objective

1.1 The use of human sources is an integral part of the Service's mandated investigations

As such,

are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

# Scope

- 1.2 This policy, in conjunction with OPS-201, "Conduct of Operations General", OPS-701, "Human Sources Human Source Program" and OPS-703, "Human Sources Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,
- 1.3 For further direction on human source operations

  Human Sources".

refer to OPS-806,

1.4 The principles and standards described in this policy apply to all human sources, active or inactive, as applicable, within the Service's human source inventory and to every employee involved in human source operations.

### **Policy Centre**

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

### Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Access to Information Act

Immigration and Refugee Protection Act (IRPA)

Ministerial Direction for Operations (2008 10 29)

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DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Information Collected under Sections 12, 15 and 16 of the CSIS Act" (2012 03 01)

Definitions

For definitions of specific terms used in this policy, refer to "Policy Glossary". 1.7

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

### **Delegation of Authority**

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

### 2. RESPONSIBILITIES

### Director

2.1 The Director is responsible for the overall management of the Service's Human Source Program.

2.2

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# Director General, Human Sources and Operations Security

2.5 The Director General (DG), Human Sources and Operations Security (HSOS) is responsible for:

> briefing the appropriate Service Executives, Headquarters (HQ) DGs and Regional Directors General (RDG) on all significant matters concerning human sources, the security of human source operations;

providing advice, direction and assistance to HQ Branches and Regions on the development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

# **Headquarters Directors General**

2.6 HO DG are responsible for:

of human sources to address operational providing direction to Regions on the SHO and 310H priorities

reviewing human source operations

### **Regional Directors General**

2.7 Regional Directors General are responsible for:

> ensuring that all appropriate strategies are taken to protect human sources and Service operations;

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

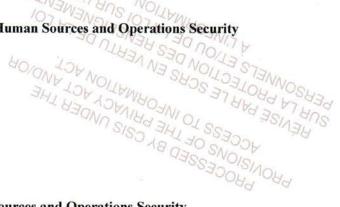
establishing practices to ensure that a human source evaluated in accordance with standards, and authorizing human source participation in activities Hd MH

are Service

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### **Human Source**

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For additional refer to OPS-702-8, "Procedures -

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process ensures quality control in the Human Source 3.2 The Service's human source of human sources from the standpoint of reliability and Program by corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

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For refer to section 2 of OPS-

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For additional information and guidance on a human source's reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

### ASSESSMENT AND RECRUITMENT APPROACH

Employees should be familiar with the provisions of OPS-201, "Conduct of Operations -General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach to a human source.

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### 5. RECRUITMENT

ISEIGNEMENTS The recruitment of a human source is a fundamental investigative technique that assists the MEVISE PAR LE SCRS EN VE A DE LE SCRS EN VE A DE LE SCRS EN VE 5.1 ACCESS TO INFORMATION ACT Service in the execution of its mandate. OF THE PRIVACY ACT AND

### Source Evaluation

5.2 The initial step to all human source recruitments is the assessing and a new human source's

It is conducted for the purpose of reliability. including an evaluation of the

human source's reporting human source operation.

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### 6. MANAGEMENT

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For additional information and refer to OPS-702-4, "Procedures - Human Sources - Case Management refer

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to OPS-702-5, "Procedures - Human Sources - Case Management

and for the

### **Operational Reporting**

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For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case

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information and guidance on "Procedures - Human Sources - Case Management".

For additional refer to section 5 of OPS-702-1,

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refer to section

# **Authorized Deployment**

6.9 Where appropriately authorized, a human source may provide assistance in relation to:

the collection of information

on a general investigative authority;

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support or other assistance to a Service operation

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### Safety

7.3 When the safety of a human source or a Service employee is endangered or threatened, the appropriate authorities should be notified. For additional information and guidance on safety, refer to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

7.4

PROCESSED BY CSIS UNDER THE PRIVACY ACT AND For additional information and guidance on the and section 8 of OPS-702-1, "Procedures and section 8 of OPS-702-1, "Procedures

- Human Sources - Case Management".

### 8. COMMUNICATION

8.1 All contact between employees, human sources will be made in such a manner as to ensure protection of the human source's identity and the overall security of the operation.

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For additional information and guidance on the use of MENISE PAR LE SCAS EN VET refer to OPS-702-6, "Procedures - Human Sources - Case Management PHOVISIONS OF THE PHIVACY ACT AND OPPORTURE OF THE PHIVACY ACT AND OPPORTURED TO INFORMATION ACT AND OPPORTU

9. REVIEW

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For additional information and guidance on reviews. refer to OPS-702-7, "Procedures - Human Sources - Case Management - Review

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For additional information and guidance on refer to section 4 of OPS-702-7, "Procedures - Human Sources - Case Management and OPS-806, Human Sources".

ECTION DES PENSEIGNEMENTS SCAS EN VERTU DE LA LOI For additional information and refer to section 5 of OPS-702-7, "Procedures - Human Sources - Case Management - Review and in CSIS Operations".

10. INACTIVATION

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payment must be done in accordance with OPS-707, "Human Sources - Compensation" 10.4 Any For additional information and guidance on the refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

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2013-01-08 OPS-702

HUMAN SOURCES - CASE MANAGEMENT

### 1. INTRODUCTION

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### 2. RESPONSIBILITIES

### Director

2.1 The Director is responsible for the overall management of the Service's Human Source Program.

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# Director General, Human Sources and Operations Security

The Director General (DG), Human Sources and Operations Security (HSOS) is responsible for: 2.5

> briefing the appropriate Service Executives, Headquarters (HQ) DGs and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to HQ Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

# **Headquarters Directors General**

2.6 HQ DG are responsible for:

> providing direction to Regions on the PROCESSED B priorities

of human sources to address operational and

reviewing human source operations

# Regional Directors General

2.7 Regional Directors General are responsible for:

ensuring that all appropriate

strategies

are taken to protect operations;

human sources and Service

briefing the DG HSOS on all significant matters concerning the conduct and operational briefing the DG HSOS on an signment security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and BY CSIS UNDER THE Wof human sources as well as on operational security and operations support;

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authorizing human source participation in activities

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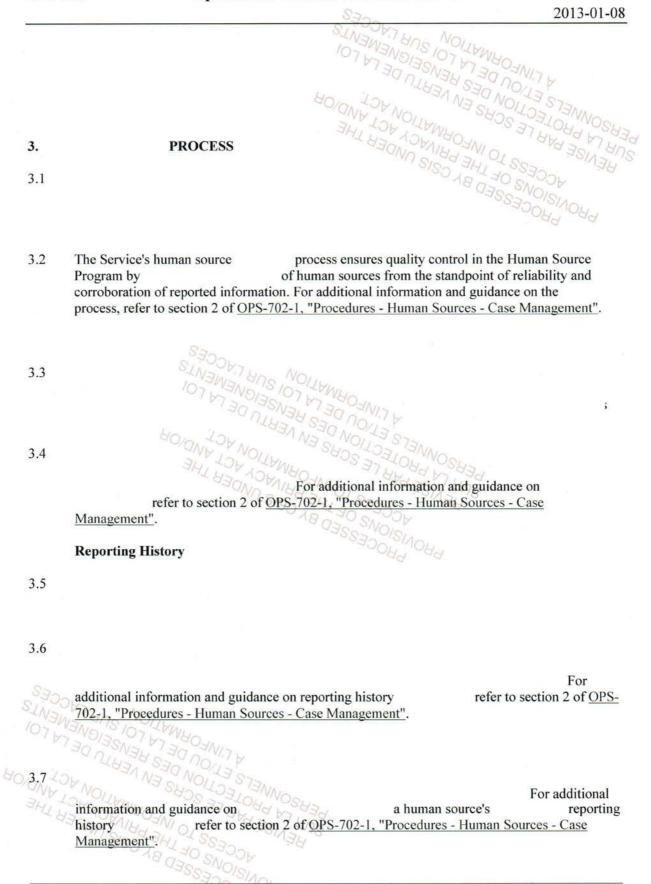
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information and guidance on the human source

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Human Sources - Case Management - Human Source For additional REVISE PAR LE SCRS EN VERTU DE LA LOI Human Source Human refer to OPS-702-8, "Procedures -PROVISIONS OF THE PRIVACY ACT I'ME ACCESS TO INFORMATION ACT AND/OR

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ASSESSMENT AND RECRUITMENT APPROACH 4. Employees should be familiar with the provisions of OPS-201, "Conduct of Operations -4.1 General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources human source. - Special Provisions" prior to making a recruitment approach to a WISIONIS OF THE BOULD OF ANDER THE DEVISE PAPLLE ADONISIONO DE DESTA DE DONOSIONO DE LA CONTRACTOR DE LA C ACCESS TO INFORM, 4.2 4.3 Recruitment Approach may have 4.4 If a recruitment approach adverse impact appropriate approvals must be sought. For additional information and guidance on a recruitment approach that may refer to section 3 of OPS-702-1, "Procedures - Human Sources - Case Management" Specimor of the property of th and OPS-703, "Human Sources - Special Provisions". PREVISE PAR LE SORS EN VERTU DE L 4.5 4.6 payments, in accordance with OPS-707, 4.7 allows for the provision of "Human Sources - Compensation", to an individual into the Human PERSONNELS ET/OU DE LA LOI SUR LACONENTA PES PENSEIGNEMENTS A LINE OF MATTON DES PENSEIGNEMENTS Source Program. SUR LA PROTECTION DES PENSEIGNEMENT

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For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-2, "Procedures - Human Sources - Case Management

### 5. RECRUITMENT

5.1 The recruitment of a human source is a fundamental investigative technique that assists the Service in the execution of its mandate.

### Source Evaluation

5.2 The initial step to all human source recruitments is the assessing and a new human source's

It is conducted for the purpose of reliability.

human source's reporting human source operation.

including an evaluation of the of a

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For additional information and guidance on the process, approval authorities and reporting requirements refer to OPS-702-3, "Procedures - Human Sources - Case Management associated with a PROCESSED BY CSIS UNDER Source Evaluation

### 6. MANAGEMENT

6.1 Human source case management consists of the direction of a human source operation.

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For additional information and refer to OPS-702-4, "Procedures - Human Sources - Case Management guidance on the and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management

# **Operational Reporting**

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For additional refer to section 5 of OPS-702-1,

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An For additional information and guidance on 6 of OPS-702-1, "Procedures - Human Sources - Case Management".

refer to section

# **Authorized Deployment**

6.9 Where appropriately authorized, a human source may provide assistance in relation to:

the collection of information

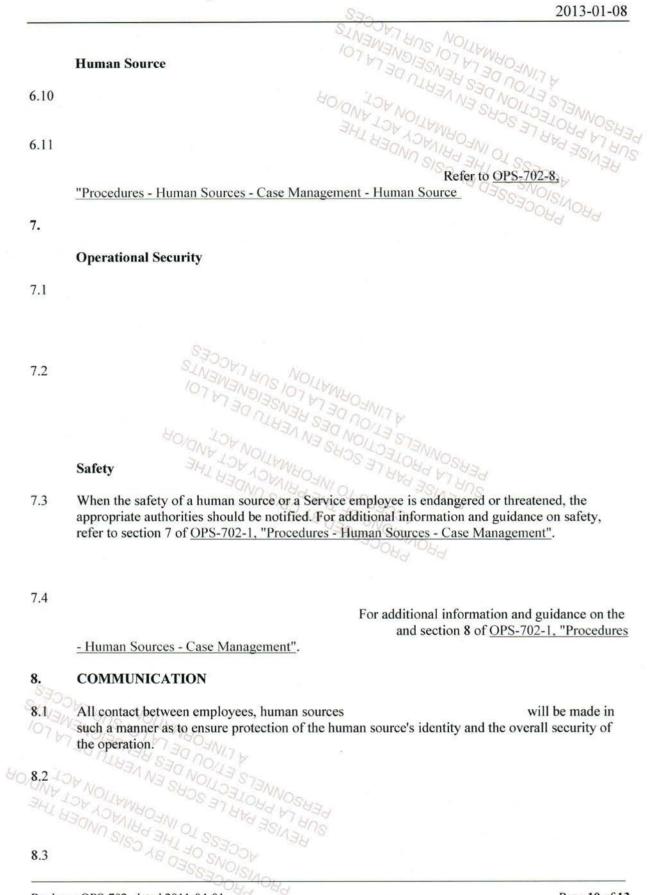
on a general investigative authority;

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other government departments at all

support or other assistance to a Service operation

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For additional information and refer to section 5 of OPS-702-7, "Procedures - Human PEVISE PAR LE SCRS EN VE JOSTI DE LE SCRS EN VE JOSTI DE LE SCRS EN VE guidance on PROVISIONS OF THE PRIVACY ACT AND/ORA
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A and NOITAMAOANI OT SSEDOM Sources - Case Management - Review in CSIS Operations".

### 10. INACTIVATION

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is authorized as per the provisions of OPS-702-1, "Procedures - Human Sources - Case Management".

10.4 Any payment must be done in accordance with OPS-707, "Human Sources - Compensation" For additional information and guidance refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case on the Management".

### Disclosure of Assistance

- The Service protects the identity of a human source in perpetuity. However, after a 125-year 10.5 retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the Access to Information Act for historical research purposes.
- 10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

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OPS-702 HUMAN SOURCES - CASE MANAGEMENT

OPS-703 HUMAN SOURCES - CASE MANAGEMENT

OPS-704 HUMAN SOURCES - CASE MANAGEMENT

OPS-705 HUMAN SOURCES - CASE MANAGEMENT

OPS-706 HUMAN SOURCES - CASE MANAGEMENT

OPS-707 HUMAN SOURCES - CASE MANAGEMENT

OPS-708 HUMAN SOURCES are central components of the As such, Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

### Scope

- 1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,
- 1.3 For further direction on human source operations Human Sources".

refer to OPS-806,

The principles and standards described in this policy apply to all human sources, active or inactive, 1.4 as applicable, within the Service's human source inventory and to every employee involved in NJ SHOS 37 HVH JSI. human source operations.

### **Policy Centre**

The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters 1.5 regarding the Human Source Program. Within the HSOS Branch:

### **Authorities**

1.6 \_ The following authorities provide direction in this policy:

Access to Information Act Canadian Security Intelligence Service (CSIS) Act

PROVISIONS OF THE PRIVACY ACT AND/OR Immigration and Refugee Protection Act (IRPA) PROCESSED BY CSIS UNDER THE PRIVACY ACT THE

# **OPS-702 Operations Policies and Procedures**

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Ministerial Direction for Operations (2008/10/29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

DDO Directive - "Disclosure of Service Information" (2007-11-14)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010.01

DDO Directive - "Retention of Investigative Information" (2008 07 08)

### **Definitions**

1.7 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

### **Temporary Authority**

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

### **Delegation of Authority**

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.
- 2. RESPONSIBILITIES

T Director AND ANI OT SSESOOM PROCESSED BY CSIS UNDER THE PHOVISIONS OF THE PAINAC

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2011-042.1 The Director is responsible for the overall management of the Service's Human Source Program.

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### Director General, Human Sources and Operations Security

2.5 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

> briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

> providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations:

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

### Headquarters Directors General

Headquarters Directors General are responsible for:

providing direction to Regions on the priorities priorities

of human sources to address operational

and

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### **Regional Directors General**

2.7 Regional Directors General are responsible for:

ensuring that all appropriate

taken to protect

STANDARY OF TOTAL OF THE STANDARY OF THE STAND human sources and Service

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source evaluated in accordance with

are

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standards; and

PERSONNELS ET/OU DE LA TOI SUR L'A CENTURENT SUR L'A PROTECTION DES RENSEIGNEMENT SUR L'A CONTRE L' authorizing human source participation in activities

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### **Human Source**

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	information and guidance on the human source refer to OPS-702-8, "Pro Human Sources - Case Management - Human Source	ocedures -
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3.2	The Service's human source process ensures quality control in the Human So Program by of human sources from the standpoint of reliability corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Manage	urce and ment".
3.3	process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Manage	
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	For additional information and guidance on refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Ma	nagement".
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additional information and guidance on reporting history

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	Source Evaluation
5.2	The initial step to all human source recruitments is the assessing and a new human source's reliability, including an evaluation of the human source's reporting
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refer to section 4 of OPS-702-1, and section 6 of OPS-706, "Human Sources" refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" PEVISE PAR LE SCRS EN VERT SUR LA PROTECTION DES PROVISIONS OF THE PRIVACY ACT ANDIOR

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### **Authorized Deployment**

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	the collection of information	on a general investigative authority; other government departments at all		
	the provision of assistance to levels within Canada,	other government departments at all		
	support or other assis	stance to a Service operation; and/or		
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7,3	When the safety of a human source or a Se appropriate authorities should be notified.	ervice employee is endangered or threatened, the For additional information and guidance on safety, refer		

to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

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Secret 2011-04-01

7.4 For additional information and guidance on the and section 8 of OPS-702-1, "Procedures PEVISE PARIL - Human Sources - Case Management". 8. COMMUNICATION 8.1 All contact between employees, human sources such a manner as to ensure protection of the human source's identity and the overall security of the operation. 8.2 8.3 8.4 Manusions of THE PRIVACY ACT ANDIOR 8.5 8.6 For additional information and guidance on the use of refer to OPS-702-6, "Procedures - Human Sources - Case Management -REVIEW 9. 9.1 Reviews

Aures - Huma to OPS-702-7. "Procedures - Human Sources - Case Management - Review For additional information and guidance on reviews, refer WEIGHT OF THE BRIDGE UNDER THE OPS NOISINOUS OF SWOISINOUS TES DEMISE PARIL

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HEVISE PAR LE SORS EN VERTU DE LA LE SORS EN PERSONNELS ET/OU DE LA LON (NE) THE ENOUNE TO THE CONTROL OF THE CON MS OF THE PRIVACY ACT AND/OP ACCESS TO INFORMATION ACT required by the Region, 9.3 9.4 the HQ Branch or HSOS. Refer to section 3 of OPS-702-7, "Procedures - Human Sources - Case Management - Review 9.5 A LINFORMATION SUR L'ACCES

A LINFORMATION SUR L'ACCES TION DES PENSEIGNEMENTS 9.6 9.7 For additional information and guidance on section 4 or and OPS-806, SISS ARI SO SNOISING STORT NI OL SONOISINON refer to section 4 of OPS-702-7. "Procedures - Human Sources - Case Management -Human Sources". Review 9.8 For additional information and guidance refer to section 5 of OPS-702-7, "Procedures - Human Sources - Case Management - Review in CSIS Operations". 10.1 SUM LA PHUI ES HENSEIGNEMENT A LINFORMATION DE LA LOI SUB L'ACTION DE L' 10. INACTIVATION PERSONNELS ET/OU DE LA LOI SUR L'ACUT SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS SUR L'ACUT SUR L'ACU REVISE PAR LE SCAS EN VERTU DE LA LOI
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OT payment must be done in accordance with OPS-707, "Human Sources - Compensation" 10.4 OPS-707, "Human Sources For additional information and guidance Any

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> A L'INFORMATION SUR L'ACVES
> A L'INFORMATION SUR L'ACCES SUBLA PROTECTION DES RENSEIGNEMENTS
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> PERSONNELS ET/OU DE LA LOI SUB L'ACOÈS REVISE PAR LE SCRS EN VERTU DE LA LOI

PROVISIONS OF THE PRIVACY ACT AND LOR

on the

refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case TL do SNOISINOU PHOCESSEDBY

Management".



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### Disclosure of Assistance

- 10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the *Access to Information Act* for historical research purposes.
- All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures Human Sources Case Management".



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Refer to section 10 of

OPS-702-1, "Procedures - Human Sources - Case Management".



# OPS-702-1 OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT | CS | S UNDER THE PRIVACY ACT AND OR INFORMATION ACT

- ISE PAR LE SCRS EN VERTU UR LA PROTECTION DES RI PERSONNELS ETYOU e the considerations, approval authorities and reporting recruitment and management of a human source These procedures outline the considerations, approval authorities and reporting requirements 1.1 related to the
- 2. PROCESS

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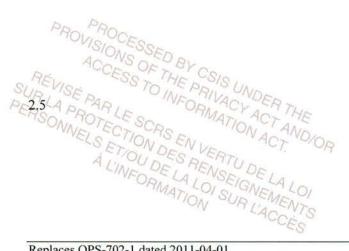
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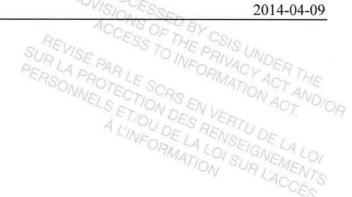
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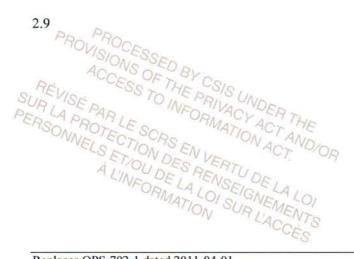
# PROVISIONS OF THE PRIVACY ACT AND/OR PERSONNELSETA

RÉVISÉ PAR LE SCRS EN VERTU DE LA LI SUR LA PROTECTION DES RENSEIGN Corroboration of Reported Information

An employee can corroborate a human source's reporting by either confirming and/or 2.7 substantiating the information

PROCESSED BY CSIS UNDER THE

2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.



VS OF THE PRIVACY ACT AND/OR 2014-04-09 ACCESS TO INFORMATION ACT.

Reporting History

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For additional information and guidance on the Human Sources - Case Management

refer to OPS-702-4, "Procedures -

RÉVISE PAR LE SCRS EN VERTU DE LA LOI DE DENIERTION DES DENISEISNIEMENTS

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PROCESSED BY CSIS UNDER THE PRIVACY ACT AND/OR RÉVISÉ PAR LE SCRS EN VERTU DE 2.13

Per additional information and Page 3

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REVISE PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEM PERSONNELS ETION DES HENSEN A LINFORMATIO For additional Vises - Human refer to OPS-702-8, "Procedures - Human

information and guidance on the human source Sources - Case Management - Human Source

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For additional information and guidance on the human source CCESS TO INFORMATION ACT to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source OF THE PRIVACY ACT AND/OR REVISE PAR LE SCRS EN VERTU DE LA LOI

refer

### 3. RECRUITMENT APPROACH

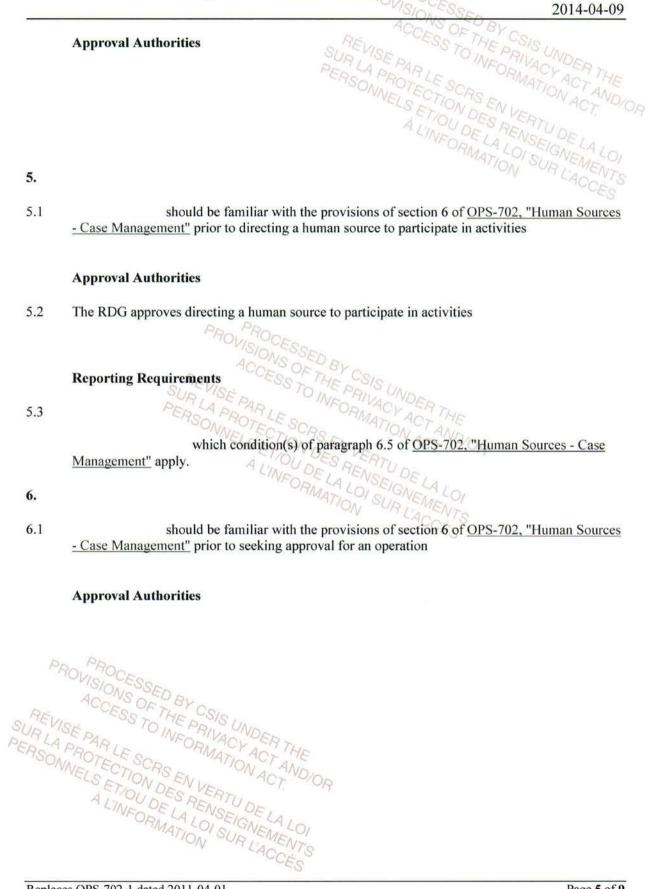
SUR LA PROTECTION DES RENSEIGNEMEN PERSONNELS ET/OU DE LA LOI SUR L Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources -3.1 Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

### **Approval Authorities**

- 3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual
- When there is a potential that a recruitment approach may have adverse impact SUR LA PROTECTION DE "Human Sources Human Source Program". the Director will notify the Minister as per paragraph 2.2 of OPS-701,

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A long should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Sources to a





DBY CSIS UNDE S OF THE PRIV ACCESS TO INF who believes that a human source's safety and/or security is at risk should S SANOTECTION DES RENSEIGNEMENTS
A L'IMENDALA LOI SUR L'ACCES ANOLO SUMO EN VENTO DE LA LOI DE LA 7.1 immediately advise his/her supervisor

8. PROVISIONS OF THE PRIVACY ACT AND/OR 8.1 RÉVISE PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS

À L'INEORMATION SUR L'ACCÈS 8.2 **Approval Authorities** 8.3

9.1 Employees should be familiar with the provisions of section 10 of OPS-702, "Human Sources -Case Management" and OPS-707, "Human Sources - Compensation" prior to conducting an

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CESS TO INFORMATION ACT AND/OR 9.3 can provide an The payment during the "Human Sources - Compensation" for guidance on PERSONNELS ETION DES HENSEIGNEMENTS

A L'INTERDAMATION SUR L'ACCES PROTECTION DES RENSEIGNEMENTS payments.

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### Disclosure of Assistance

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HSOS employee should ask the human source

reflected in perpetuity or accept that it may be whether he/she wishes his/her identity to be prevealed after the 125-year retention period. 9.5 whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be LS ET/OU DES MENSEIGNEMENTES ION DES RENSEIGNEMENTS

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### **Approval Authorities**

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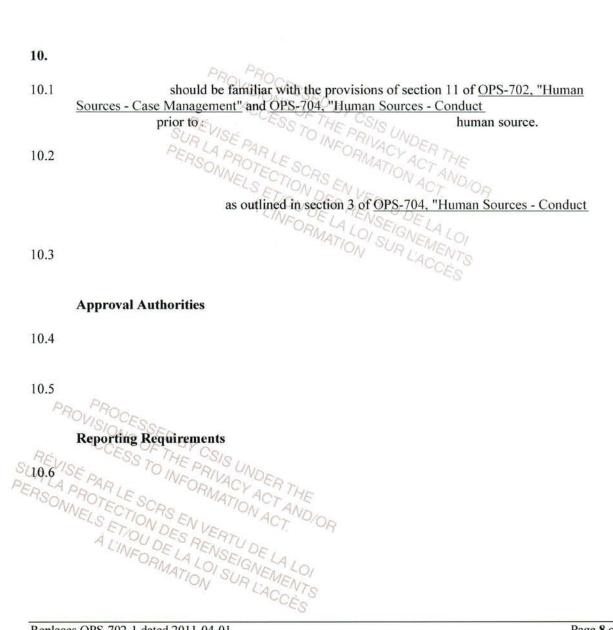
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## Reporting Requirements

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RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS

A MINIE DE LA LOI SUR L'ACCÈS OPS-703, "Human Sources - Special Provisions". A LINFORMATION

11. **HUMAN SOURCE** 

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### **Approval Authorities**

11.2 The DG HSOS approves all human source





## 2013-01-08 OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SOURCES - CASE MANAGEMENT - PRIVACY ACT A CONTROL OF THE SOURCE SO THE PRIVACY ACT AND/OR

### Scope

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These procedures outline the considerations, approval authorities and reporting requirements 1.1 recruitment and management of a human source

### 2. **PROCESS**

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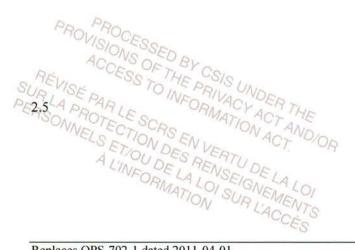
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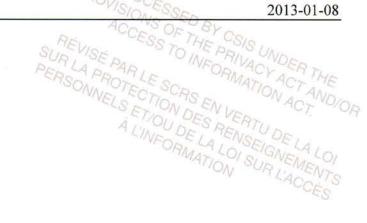
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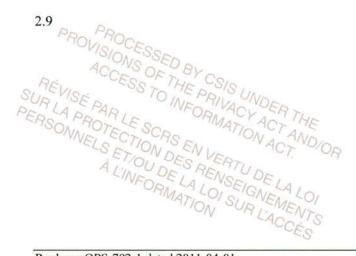


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# PROVISIONS OF THE PRIVACY ACT AND/OR PERSONNELS ETA

- RÉVISE PAR LE SCRS EN VERTU DE LA LO SUR LA PROTECTION DES RENSEIGNI Corroboration of Reported Information

  An employee can corroborate a human source's reporting by either confirming and/or 2.7 substantiating the information
- 2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.



VS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT 2013-01-08

Reporting History

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For additional information and guidance on the Human Sources - Case Management

refer to OPS-702-4, "Procedures -

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For additional information and refer to OPS-702-4, "Procedures - Human Sources - Case Management

Page 3

refer

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information and guidance on the human source Sources - Case Management - Human Source

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For additional information and guidance on the human source CCESS TO INFORMATION ACT OF THE PRIVACY ACT AND/OR to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source REVISE PAR LE SCRS EN VERTU DE LA LOI

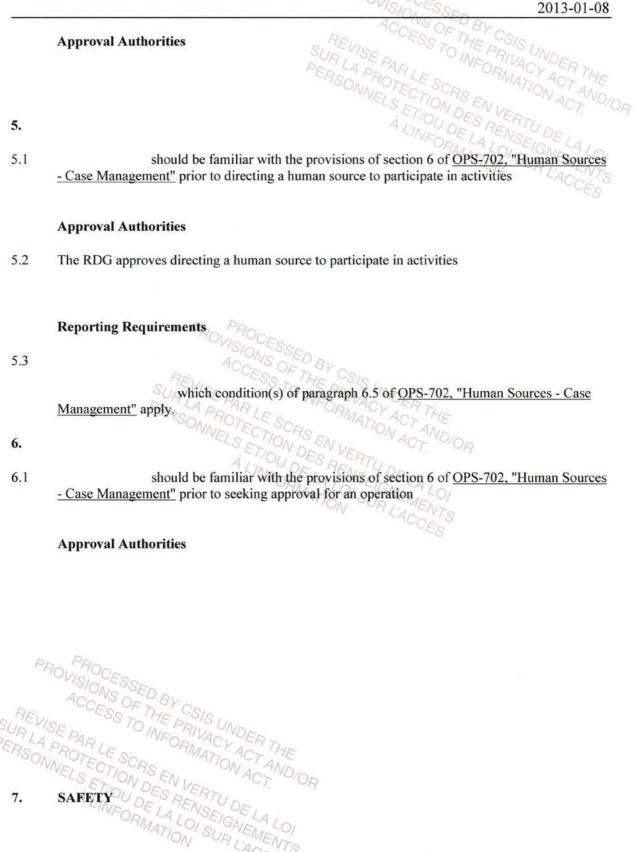
### 3. RECRUITMENT APPROACH

SUR LA PROTECTION DES RENSEIGNEMEN PERSONNELS ET/OU DE LA LOI SUR Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources -3.1 Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

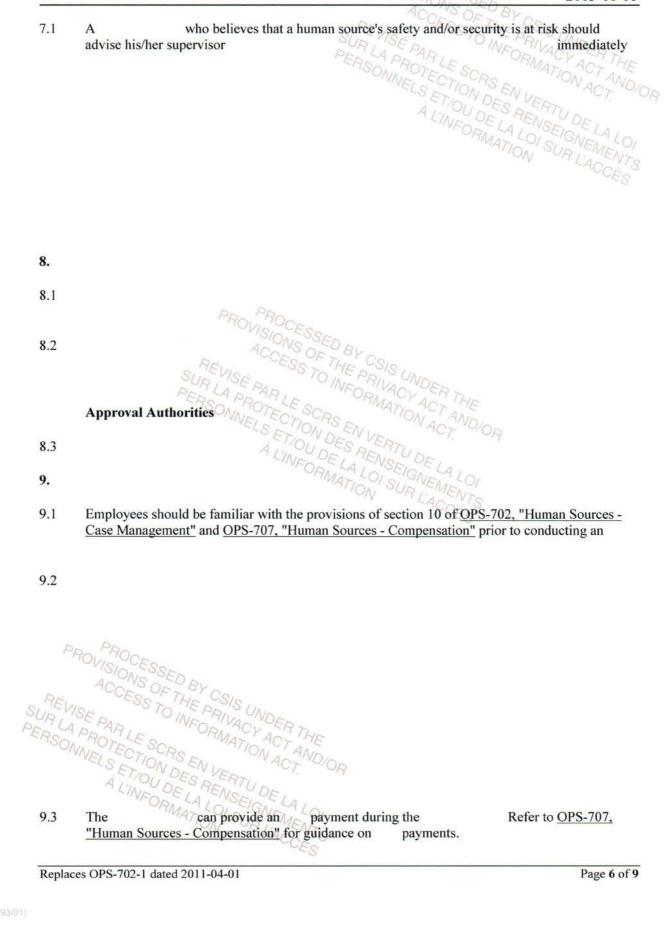
### **Approval Authorities**

- 3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual
- When there is a potential that a recruitment approach may have 3.3 adverse impact SUR LA PROTECTION DE "Human Sources - Human Source Program". the Director will notify the Minister as per paragraph 2.2 of OPS-701,

4. Should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Management" and section 6 of OPS-706, "Human Sources to a



SUR LA PROTECTION DES RENSEIGNEMENTS SAFETY OU DE LA LOI SUR L'ACCES





### Disclosure of Assistance

whether he/she wishes his/her identity to be provided after the 125-year retention period.

SUR LA BRANCE SOME MATION ACT THE SOME ACT THE SOME ACT THE SOME ACT. 9.5 HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be SUR LA PROTECTION DES RENSEIGNEMENTS VISE PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS

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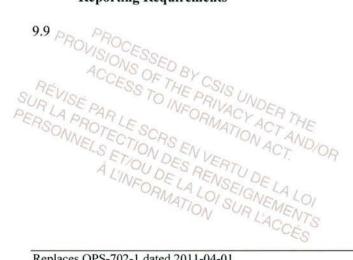
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**Approval Authorities** 

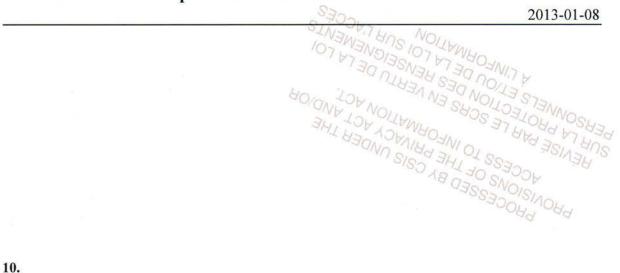
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### Reporting Requirements



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OPS-702-1

10.1 should be familiar with the provisions of section 11 of OPS-702, "Human Sources - Case Management" and OPS-704, "Human Sources - Conduct prior to human source.

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ENSEIGNEMENTS PROVISIONS OF THE PRIVACY ACT AND/OR as outlined in section 3 of OPS-704, "Human Sources - Conduct NOTTO STANDORD NEVISE PAR LE SCHS EN PEHSONNELSE

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# PROCESSED BY CSIS UNDER THE **Approval Authorities**

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### Reporting Requirements

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OPS-703, "Human Sources - Special Provisions", AR LE SCRS EN VERTU DE LA LOI SI EN VERTU DE LA LOI Provide PROTECTION DES RENSEIGNEMENTS

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### 11. **HUMAN SOURCE**

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### **Approval Authorities**

11.2 The DG HSOS approves all human source





Secret

# OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT PRIVACY ACT

Scope

These procedures outline the considerations, approval authorities and reporting requirements 1.1 recruitment and management of a human source 1/OA related to the

### **Definitions**

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

### **Temporary Authority**

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

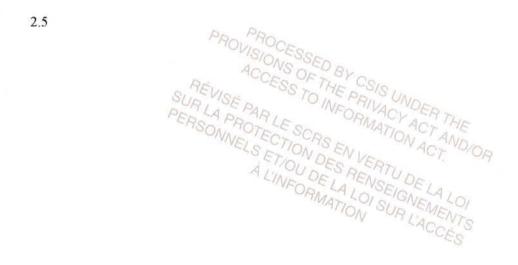
### Delegation of Authority

- Where identified in procedures, the term "or designate" denotes the option to delegate an authority 1.4 to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).
- 2. **PROCESS**

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SUR LA PROTECTION DES RENSEIGNEMENTS

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PROCESSED PROVISION OPS-702-1 Operations Policies and Procedures Secret 2011-04-01

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À L'INEORMATION SUR L'ACCÈS

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### **OPS-702-1 Operations Policies and Procedures**

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  Corroboration of Reported Information

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PROVISIONS OF THE PRIVACY ACT AND/OR PROCESSED BY CSIS UNDER THE REVISE PAR LE SCRS EN VERTU DE LA LOI DE LA DROITECTIONI DE RENGEIGNIEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS
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SOFTHE PRIVACY ACT AND/OR guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management Human Source ACCESS TO INFORMATION ACT RÉVISE PAR LE SCRS EN VERTU DE LA LOI IR I A DROTECTIONI DES RENISEIRMEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES HENSEIGNEMENTS

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### **OPS-702-1 Operations Policies and Procedures**

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For additional information and guidance on the human source OPS-702-8, "Procedures - Human Sources - Case Management - Human Source HENISE PARLE SORS EN

refer to

### 3. **RECRUITMENT APPROACH -**

PROVISIONS OF THE PRIVACY ACT AND SORD PROCESSED BY CSIS UNDER THE 3.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources -Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

### **Approval Authorities**

- 3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual
- When there is a potential that a recruitment approach may have 3.3 adverse impact the Director ....

  Sources - Human Source Program! the Director will notify the Minister as per paragraph 2.2 of OPS-701, "Human

4.

should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human 4.1 Sources - Case Management" and section 6 of OPS-706. "Human Sources prior to seeking approval to provide to a human source.

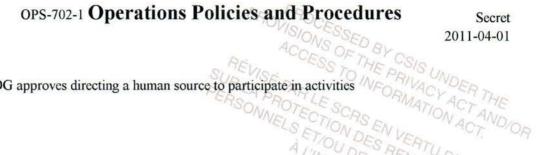
### **Approval Authorities**

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should be familiar with the provisions of section 6 of OPS-702, "Human Sources -Case Management" prior to directing a human source to participate in activities

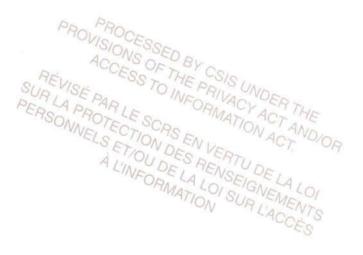
## Approval Authorities AMOIS NOIS INOUGH

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The RDG approves directing a human source to participate in activities WEORMATION ACTA ACCESS TO RSONNELS ETYOU DES HENSEIGNEMENTS POTECTION DES RENSEIGNEMENTS 5.2



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### **OPS-702-1 Operations Policies and Procedures**

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Reporting Requirements

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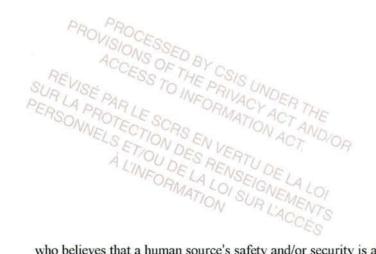
S RENSEIGNEMENTS DE LA LOI SUR LACI which condition(s) of paragraph 6.5 of OPS-702, "Human Sources - Case A LINFORMATION Management" apply.

6.

6.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources -Case Management" prior to seeking approval for an operation

### **Approval Authorities**

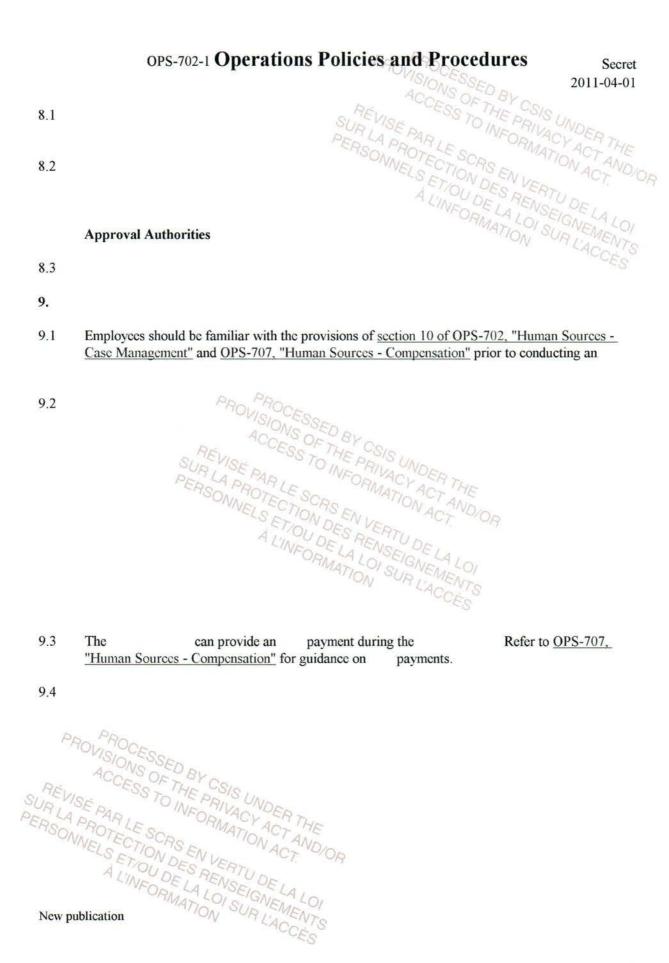
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### 7. SAFETY

7.1 who believes that a human source's safety and/or security is at risk should advise his/her supervisor immediately

PROVISIONS OF THE PRIVACY ACT AND/OR RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI DE LA DROTENTIONI DES RENISEISNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS
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2011-04-01

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RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
A L'INFORMATION SUR L'ACCÉS

PROVISIONS OF THE PRIVACY ACT THE PERSONNELS ET/OU DES RENSEIGNEMENTS

New publication

PROVISION OF THE PRIVACY UNDER THE PRIVACY ACT THE PRIVACY ACT AND/OR

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A L'INFORMATION DE LA LOI SUR VERTU DE LA LOI

New publication

# OPS-702-1 Operations Policies and Procedures Secret 2011-04-01

PRIVACY ACT AND/OR TO INFORMATION ACT

### Disclosure of Assistance

ISE PAR LE SCRS EN VE PERSONNELSE 9.5 HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be OI SUR L'ACCES revealed after the 125-year retention period.

9.6

### **Approval Authorities**

9.7

9.8

PROVISIONS OF THE PRIVACY ACT AND/OR Reporting Requirements PROTECTION DES RENTU DE LA LOI
A L'INFORMATION SUR L'ACCES ONNELS ET/OU DES HEINSEIGNEMEINIS

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À L'IMENDMATION SUR L'ACCES

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### **OPS-702-1 Operations Policies and Procedures**

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ACTE OF THE PRIVACY ACT AND/OR should be familiar with the provisions of section 11 of OPS-702, "Human Sources 10. should be familiar with the provisions of section FLOI OF STATE Prior human source. 10.1 10.2 as outlined in section 3 of OPS-704, "Human Sources - Conduct 10.3 PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR **Approval Authorities** RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS 10.4 SUR LA PROTECTION DES MENSEIGNEMENTS

À L'INFORMATION SUR L'ACCÈS 10.5 Reporting Requirements 10.6

PROVISIONS OF THE PROCESSED BY CSIS OPS-703, "Human Sources - Special Provisions". SUR LA PROTAR LE SOURCE

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New publication



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À L'INEORMATION SUR L'ACCÈS

**Approval Authorities** 

11.2 The DG HSOS approves all human source



PROVISIONS OF THE PRIVACY ACT AND/OR RÉVISE PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS

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### PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT SIS UNDER THE O INFORMATION ACT OPS-702-2

### 1. INTRODUCTION

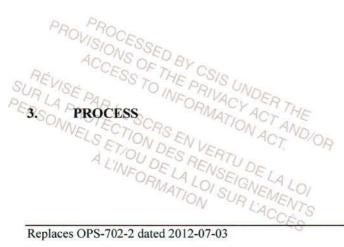
Scope

UR LA PROTECTION DES RENSEIL É PAR LE SORS EN VERTU DE LA PERSONNELS ETYOU DE ONE These procedures outline the considerations, approving authorities and reporting requirements 1.1 human source. related to the

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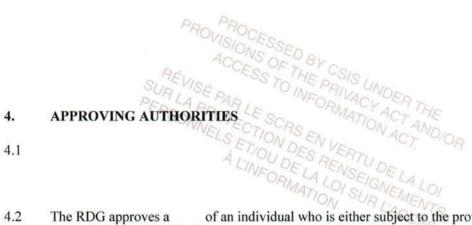
2.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources -Case Management" prior to





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RÉVISE PAR LE SCRS EN VERTU DE LA LOI DE LA DENTENTIONI DES DENISCIENIEMENTE



of an individual who is either subject to the provisions of paragraphs 4.2 The RDG approves a 1.1 and 1.2 of OPS-703, "Human Sources - Special Provisions" or is involved with a Canadian Fundamental Institution as per the provisions of paragraph 3.1 of OPS-703, "Human Sources -Special Provisions".

PROCESSED 5. REPORTING REVISE UNDER THE SUR LA Request for Approval MATION ACT AND/OR

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2013-01-08

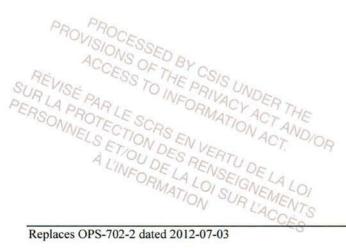
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Report

5.2 The Report must contain the following information:





# OF THE PRIVACY ACT AND/OR

### 1. INTRODUCTION

Scope

RSONNELS ETION DES HENSEIGN

A LOI SUP ROTECTION DES RENSEIGNEMENTS 1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the human source.

**Definitions** 

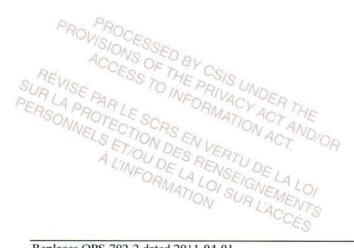
1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

### **Temporary Authority**

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

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CESS TO INFOR HE PRIVAC) Employees should be familiar on Case Management" prior to ELS ETION DES RENTUDE LA LOI ALINE ORMATION SUR L'ACCES The BUTS EN VEHIUDE LA LOI
RENSEIGNEMENTS Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources -2.1



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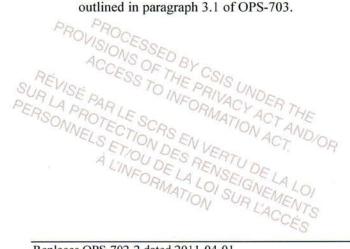
3. **PROCESS** 



4. APPROVAL AUTHORITIES

4.1

4.2 RDGs approve for individuals who are either subject to the provisions outlined in paragraph 1.1 or 1.2 of OPS-703 or are involved with a Canadian Fundamental Institution as outlined in paragraph 3.1 of OPS-703.



Secret VS OF THE PRIVACY ACT AND/OR 2012-07-03 ACCESS TO INFORMATION ACT.

RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS

SUR LA PROTECTION DES RENSEIGNEMENTS

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SUR LA PROTECTION DES RENSEIGNEMENTS

### 5. REPORTING REQUIREMENTS

Request for Approval

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SUR L'ACCÈS

### **OPS-702-2 Operations Policies and Procedures**

Secret 2011-04-01

# OPS-702-2 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT PRIVACY AC

### 1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the human source.

**Definitions** 

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

### **Temporary Authority**

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

### **Delegation of Authority**

- 1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

2.1 Employees should be familiar with the provisions of <u>section 4 of OPS-702</u>, "Human Sources - <u>Case Management"</u> prior to





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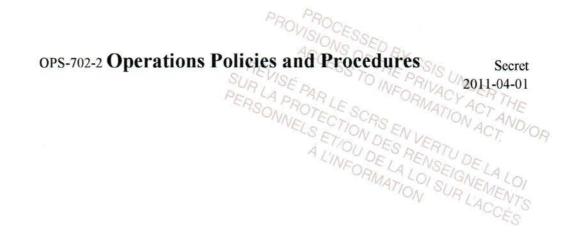
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### 3. **PROCESS**

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### 5. REPORTING REQUIREMENTS

Request for Approval

PROVISIONS OF THE PRIVACY ACT AND/OR

REVISE PAR LE SCRS EN VERTU DE LA LOI
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Report

5.2 The Report must contain the following information:



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**OPS-702-2 Operations Policies and Procedures** 

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# 2013-01-08 OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE

### 1. INTRODUCTION

Scope

These procedures outline the considerations, approving authorities and reporting requirements 1.1 of a human source. related to the Source Evaluation

### 2. SOURCE EVALUATION

- 2.1 The is the initial step to all human source recruitment; therefore all human sources enter the Human Source Program via the
- 2.2 should be familiar with the provisions of section 5 of OPS-702, "Human Sources - Case Management" prior to
- 2.3 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special A PROTECTION DES RENS ORMATION ACT ERSONNELS LE SCAS EN VERTU DE Provisions".
- 3. PROCESS

source,

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as specified in OPS-702-2, "Procedures - Human Sources with the addition of directing (tasking) the human For additional information and guidance on

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3.3 PROCESSED BY CSIS UNDER THE PRIVACY ACT AND/OR ISÉ PAR LE SCRS EN VERTU DE LA LOI LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DES RENSEIGNEMENTS



### **Operations Policies and Procedures**

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IS OF THE PRIVACY ACT AND/OR DBY CSIS UNDER THE 2013-01-08 ACCESS TO INFORMATION ACT.

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SUR LA PROTECTION DES RENSEIGNEMENTS

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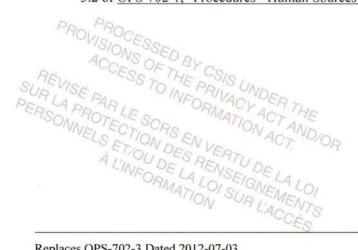
ants and level of corroboration of reporting as per the requirements of paragraph 6.1 of OPS-702-4, "Procedures - Human Sources - Case Management



4.1

4.

For approving authorities related to the for individuals subject to special provisions, or if there is a potential for adverse impact please refer to OPS-703, "Human Sources - Special Provisions" or paragraph 3.2 of OPS-702-1, "Procedures - Human Sources - Case Management".



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### 5. REPORTING REQUIREMENTS

Request for Approval

5.1 The

CESS TO INFORMATION ACT. REVISE PAR LE SCRS EN VERTU DE LA LOI 

PROVISIONS OF THE PRIVACY ACT AND/OR SUR LA PROTECTION DE SUR LA PR human source including involvement or association with any CFI. If the human source's activities may impact upon a CFI, appropriate authorities, must be requested, as per OPS-703, "Human Sources - Special Provisions".

PERSONNELS ETYOU DES RENSEIGNEMENTS

À L'INECDEMATION SUR L'ACCES Replaces OPS-702-3 Dated 2012-07-03

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DE ROMINEI SETION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS

À L'INFORMATION SUR L'ACCÈS



the approvals requested including financial appreciated to OPS-703, "Human Sources - Special Provisions".

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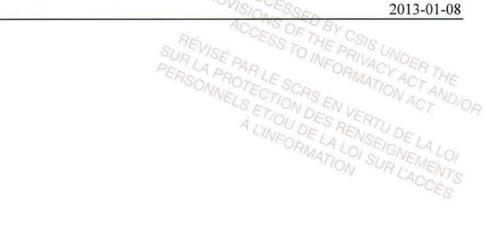
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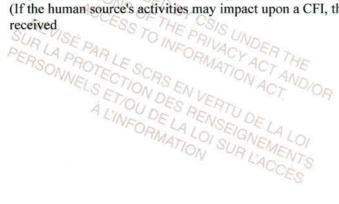
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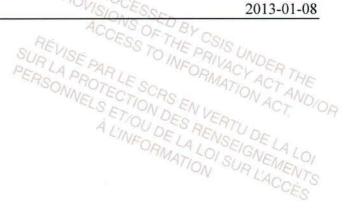
\*\*PESS | Should contain the following information the f the approvals requested including financial approvals and those OPS-702-3



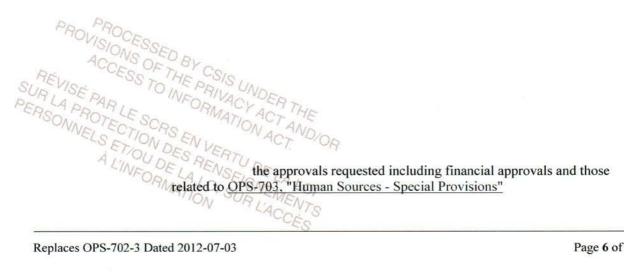
special considerations as per OPS-703, "Human Sources - Special Provisions" to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received











2013-01-08

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### 2012-07-03 OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE EVALUATION

### 1. INTRODUCTION

### Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the Source Evaluation of a human source.

### **Definitions**

1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

### **Temporary Authority**

Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

### **Delegation of Authority**

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

### 2. SOURCE EVALUATION

- 2.1 The is the initial step to all human source recruitment, therefore all human sources enter the Human Source Program via the
- 2.2 should be familiar with the provisions of section 5 of OPS-702, "Human Sources Case Management" prior to
- 2.3 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources Special Provisions".

### 3. PROCESS

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with the addition of directing (tasking) the human For additional information and guidance on

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For

approval authorities related to the for individuals subject to special provisions, please refer to SUR L'ACCES OPS-703-1 "Procedures - Human Sources - Special Provisions."

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2012-07-03 OF THE PRIVACY ACT AND/OR CESS TO INFORMATION ACT RÉVISE PAR LE SCRS EN VERTU DE LA LOI IR I A DROTECTIONI DE QUENCEIRNIEMENTE

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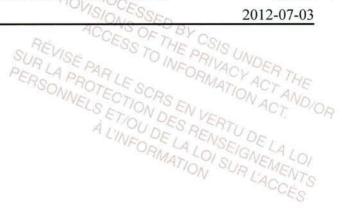
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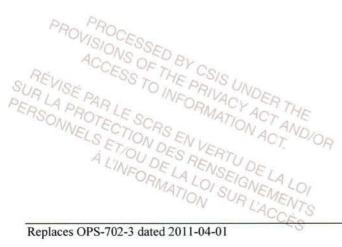
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involvement or association ......
activities may impact upon a CFI, appropriate auuro....
per OPS-703, "Human Sources - Special Provisions"). PROCESSE human source including human source's ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI DES RENSEIGNEMENTS activities may impact upon a CFI, appropriate authorities, must be requested, as SUR LA PROTECTION DES RENSEIGNEMENTS PRIVACY ACT ANDIOR



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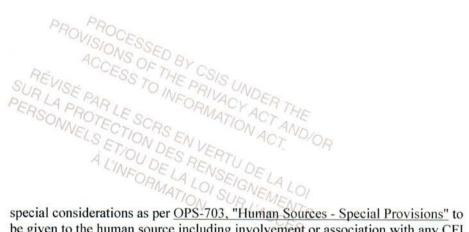
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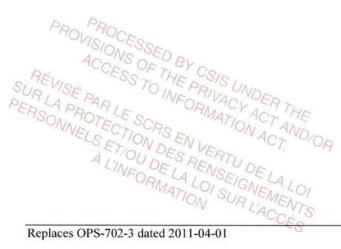
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be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received



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the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

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À L'INECREMATION SUR L'ACCES

# **OPS-702-3 Operations Policies and Procedures**

Secret 2011-04-01

## OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE **EVALUATION**

#### 1. INTRODUCTION

Scope

These procedures outline the considerations, approval authorities and reporting requirements 1.1 related to the Source Evaluation of a human source. The is the initial step to all human source recruitment, therefore all human sources enter the Human Source Program via the

### **Definitions**

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

### **Temporary Authority**

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

### **Delegation of Authority**

- Where identified in procedures, the term "or designate" denotes the option to delegate an authority 1.4 to an assigned individual or position.
- 1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

#### 2. SOURCE EVALUATION

- 2.1 should be familiar with the provisions of section 5 of OPS-702, "Human Sources -Case Management" prior to
- Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special Provisions".

## **PROCESS**

A L'INDU DE LA LOI SUR L'ACCÈS PROTECTION DES RENSEIGNEMENTS as specified in OPS-702-2, "Procedures - Human Sources with the addition of directing (tasking) the human source, For additional information and guidance on

**OPS-702-3Operations Policies and Procedures** 

Secret

ISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISE PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS

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PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR RÉVISE PAR LE SCRS EN VERTU DE LA LOI DE DENIENTIONI DES BENISEIS NIEMENTS SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DES HENSEIGNEMENTS

À L'INIE DE LA LOI SUR L'ACCÈS

# **OPS-702-3 Operations Policies and Procedures** ISIONS OF THE PRIVACY ACT AND/OR

Secret ACCESS TO INFORMATION ACT.

4. APPROVAL AUTHORITIES

5.

REPORTING REQUIREMENTS OF THE PRIVACY ACT AND OR REPORTING

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# OPS-702-3 Operations Policies and Procedures MISIONS OF THE PRIVACY ACT AND/OR

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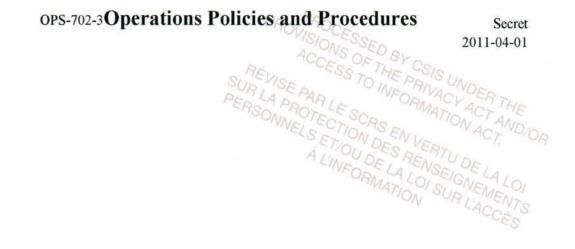
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# **OPS-702-4 Operations Policies and Procedures**

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# OPS-702-4 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT CONTROL OF THE PARTY OF THE

### INTRODUCTION 1.

Scope

These procedures outline the considerations, approval authorities and reporting requirements 1.1 related to the of a human source.

**Definitions** 

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

**Temporary Authority** 

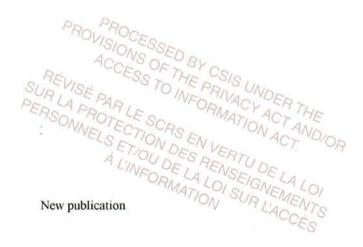
13 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

**Delegation of Authority** 

- Where identified in procedures, the term "or designate" denotes the option to delegate an authority 1.4 to an assigned individual or position.
- Notwithstanding any delegation of authority contained within these procedures, any issue that is 1.4.1 likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

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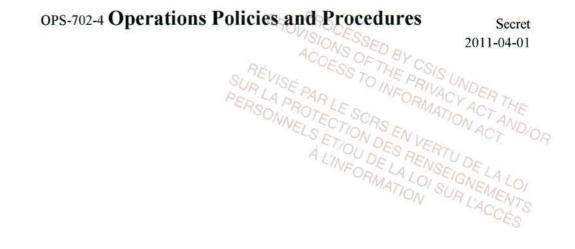
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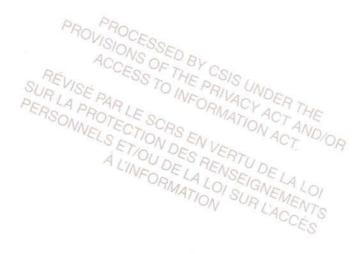
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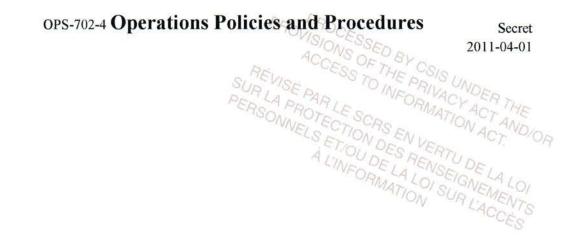
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PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT, MACY ACT THE SOUND TECTION ACT AND/OR OPS-702-4

1. INTRODUCTION

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These procedures outline the considerations, approval authorities and reporting requirements. 1.1 related to the of a human source.

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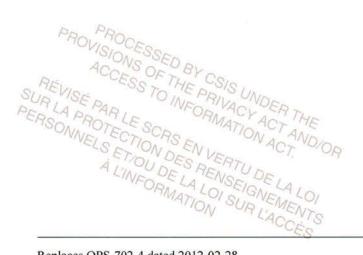
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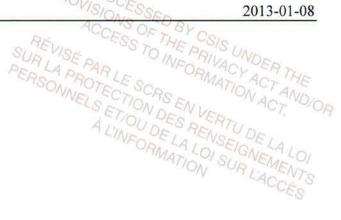
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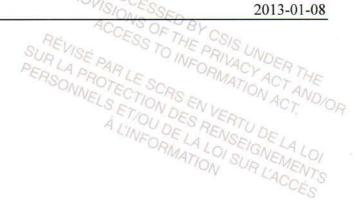
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